



STANDARDS OF APPRENTICESHIP

adopted by

WESTERN WASHINGTON SHEET METAL JATC

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
RESIDENTIAL SHEET METAL WORKER		804.281-010	5400 HOURS
SHEET METAL SERVICE TECHNICIAN		804.281-010	9000 HOURS
SHEET METAL TEST, ADJUST AND BALANCE TECHNICIAN		804.281-010	9000 HOURS
SHEET METAL WORKER		804.281-010	9000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
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APPROVAL:

APRIL 9, 1940

Initial Approval

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Committee Amended

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Standards Amended (review)

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Standards Amended (administrative)

By: LAWRENCE CROW
Chair of Council

By: PATRICK WOODS
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

The following Standards of apprenticeship, Western Washington Sheet Metal JATC, with supplements pertaining to the necessary work experience of the trade and a progressive wage scale will, when approved by and registered with the Registration Agency, govern the training of apprentices in this industry.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

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- A. **Clallam, Cowlitz, Grays Harbor, Jefferson, King, Kitsap, Lewis, Mason, Pacific, Pierce, San Juan, Skagit, Snohomish, Thurston, Wahkiakum, and Whatcom counties with headquarters in Kirkland and Lacey, Washington.**
- B. **Residential Sheet Metal Workers: Shall be the State of Washington excluding Clark and Skamania Counties.**

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

- Age: **Applicants shall be at least 18 years of age.**
- Education: **Applicants shall be a high school graduate or State Equivalent Certification or GED.**
- Physical: **Applicants must be physically able to perform the work of the trade with or without reasonable assistance.**
- Testing: **Applicants are required to take a Sheet Metal Math and Reading assessment test at time of application. A minimum Math score of 16 and minimum Reading score of 27 shall be required for further processing. If applicant does not meet or exceed minimum scores in one or both categories, no further processing will be done for a period of one year.**
- Other: **All applicants must produce a valid drivers' license, social security card, proof of auto insurance, and high school transcript, GED scores or equivalent certification. The applicant must sign the "Applicant Log" and then will be given an "Application for Apprenticeship." Applications shall be filled out at the designated offices. All applicants must sign that he/she has read, reviewed, and if selected, is willing to abide by the "State Standards".**

Minimum Qualifications for Residential Apprentices:

- Age: **Applicants shall be at least 18 years of age.**
- Education: **None**
- Physical: **Applicants must be physically able to perform the work of the trade with or without reasonable assistance.**
- Testing: **None**

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Other: **All applicants must produce a valid drivers' license, social security card, and proof of auto insurance. The applicant must sign the "Applicant Log" and then will be given an "Application for Apprenticeship." Applications shall be filled out in person at the designated offices. All applicants must sign that he/she has read, reviewed, and if selected, is willing to abide by the "State Standards".**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

1. Procedures for Selection of Sheet Metal Worker and Sheet Metal Service Technician, and Sheet Metal Test, Adjust and Balance Technician Apprentices

- a. Applications must be filled out on site and are available year round, excluding holidays, Tuesday and Thursday from 8:00 a.m. to 11:00 a.m. at 13513 NE 126th Place, Kirkland, WA, 98034 or 1220 Tracey Street SE, Lacey, WA 98503**
- b. Applicants who do not meet the minimum qualifications will be advised of deficiencies and encouraged to reapply.**
- c. Based on the Sheet Metal Math and Reading assessment test scores, a ranked list of qualified applicants (highest score first) will be developed. Industry need as established by WWSMJATC will determine when and how many applicants will be scheduled for an interview before a subcommittee of the JATC.**
- d. Upon completion of the interview, the applicant will be asked to complete a "Geographic Availability" form indicating the counties in**

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which he/she is available for work. Applicants may update this form at any time by contacting staff in the Lacey or Kirkland offices.

- e. Based on the application and interview, applicants will be given a comparative evaluation score and placed on a ranked eligibility list accordingly (highest score first).
- f. Entry into the apprenticeship program will be on an as needed basis and according to the following criteria:
 - (1) Rank order on interview list - highest score
 - (2) Geographic Availability
 - (3) Timely response to contact from the JATC
- g. All Western Washington Sheet Metal JATC qualified applicants accepted into the program are required to pass a pre-employment drug test with negative test results. Applicants failing the drug test will be removed from the ranked eligibility list upon proper notification.

2. Procedures for Selection of Residential Apprentices:

- a. Applications must be filled out on site and are available year round, excluding holidays, Tuesday and Thursday from 8:00 a.m. to 11:00 a.m. at 13513 NE 126th Place, Kirkland, WA, 98034 or 1220 Tracey Street SE, Lacey, WA 98503
- b. Applicants who do not meet the minimum qualifications will be advised of deficiencies and encouraged to reapply.
- c. Applicants meeting minimum qualifications will be placed on a list to await registration/employment on a first in - first out basis.
- d. Upon completion of the application, the applicant will be asked to complete a "Geographic Availability" form indicating the counties in which he/she is available for work. Applicants may update this form at any time by contacting staff in the Lacey or Kirkland offices.
- e. Entry into the apprenticeship program will be on an as needed basis and according to the following criteria:
 - (1) Rank order on the cumulative applicant list
 - (2) Geographic Availability
 - (3) Timely response to contact from the JATC
- f. All Western Washington Sheet Metal JATC qualified applicants accepted into the program are required to pass a pre-employment drug

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test with negative test results. Applicants failing the drug test will be removed from the ranked eligibility list upon proper notification.

3. Exceptions (All Apprentices):

- a. An individual who signs an authorization card during an organizing effort wherein 50 percent or more of the employees have signed, whether or not the employer becomes signatory shall be eligible for the apprenticeship. Such individuals meeting the minimum qualifications shall be evaluated by the JATC and registered at the appropriate period of apprenticeship. Those individuals not meeting the minimum qualifications shall be registered and may be referred to the local community or technical college for Adult Basic Education (ABE) assessment and related supplemental instruction during his/her probationary year
- b. An employee of a non-signatory employer not qualifying as a journey level worker when an employer becomes signatory shall be evaluated by the JATC for appropriate placement into the apprenticeship program. The evaluation shall be non-discriminatory and used to register at the appropriate period of apprenticeship
- c. The committee reserves the right to make exceptions to the selection procedure in considering applicants having previous experience, accredited training and/or currently working for a training agent.
- d. Direct Entry - Registered Native Americans, Minorities and/or Women for work secured under Tribal Employment Rights Office (TERO) or Project Labor Agreement (PLA) project may receive direct entry into apprenticeship provided:
 - (1) The employer is an approved training agent for these standards.
 - (2) The applicant is evaluated by the JATC for appropriate placement into the apprenticeship program or ABE related supplemental instruction.

NOTE: All applicants must possess the required basic tools/equipment of the program. Contact one of the JATC offices for list.

B. Equal Employment Opportunity Plan:

1. Participation in workshops, when available, designed to familiarize all concerned with the apprenticeship system and current opportunities.
2. Cooperate with School Boards, Community and Technical Colleges, Community Based Organizations and Skill Centers to develop programs,

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which prepare students to meet the minimum qualifications for apprenticeship.

3. **Disseminate information to all interested parties regarding equal opportunity policies of the program Sponsor(s).**
4. **Disseminate to CBOs, ESD One Stops, Skill Centers, Community and Technical college vocational programs, non-traditional occupational outreach programs and other applicable career preparation programs.**
5. **Grant credit for previous trade experience or trade-related courses for all applicants equally.**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM of APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

Residential Sheet Metal Worker	5400 hours of employment
Sheet Metal Service Technician	9000 hours of employment
Sheet Metal Test, Adjust and Balance Technician	9000 hours of employment
Sheet Metal Worker	9000 hours of employment

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The

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sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

Residential Sheet Metal Worker	not to exceed 1080 hours of employment
Sheet Metal Service Technician	not to exceed 1800 hours of employment
Sheet Metal Test, Adjust and Balance Technician	not to exceed 1800 hours of employment
Sheet Metal Worker	not to exceed 1800 hours of employment

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

For Sheet Metal Service Technician, Sheet Metal Worker, and Sheet Metal Test, Adjust and Balance Technician, the employer will be eligible for one (1) Apprentice to every three (3) Journey-level workers employed per employer workforce. However, in no event shall the ratio of apprentices to journey-level workers exceed a one (1) to one (1) ratio.

For Residential Sheet Metal Workers, the employer will be eligible for one (1) Apprentice to every two (2) Journey-level workers employed per employer workforce. However, in no event shall the ratio of apprentices to journey-level workers exceed a one (1) to one (1) ratio.

All Sheet Metal Service Technician and Sheet Metal Test, Adjust and Balance Technicians performing service work shall be allowed to work alone in the following conditions:

- 1. Service work hours are 7:00 a.m. to 7:00 p.m. Monday through Saturday.**
- 2. All Sheet Metal Service Technician and Sheet Metal Test, Adjust and Balance Technicians shall at all times be able to contact a journey-level Sheet Metal Service Technician or supervisor for answers and advice.**

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3. The journey-level worker or supervisor shall ensure that the Apprentice is receiving their on-the-job training and shall be responsible for the health and safety of the Apprentice.

Any exception to the above must be pre-approved by the Coordinator or the Committee.

VII. APPRENTICE WAGES and WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

A. Residential Sheet Metal Worker:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0900 hours	55%
2	0901 - 1800 hours	60%
3	1801 - 2700 hours	65%
4	2701 - 3600 hours	70%
5	3601 - 4500 hours	75%
6	4501 - 5400 hours	80%

Plus applicable fringe benefits.

B. Sheet Metal Service Technician:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1800 hours	40%
2	1801 - 2700 hours	50%
3	2701 - 3600 hours	55%
4	3601 - 4500 hours	60%
5	4501 - 5400 hours	65%
6	5401 - 6300 hours	70%
7	6301 - 7200 hours	75%
8	7201 - 8100 hours	80%

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9	8101 - 9000 hours	85%
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Plus all fringe benefits.

C. Sheet Metal Test, Adjust and Balance Technician:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1800 hours	45%
2	1801 - 2700 hours	50%
3	2701 - 3600 hours	55%
4	3601 - 4500 hours	60%
5	4501 - 5400 hours	65%
6	5401 - 6300 hours	70%
7	6301 - 7200 hours	75%
8	7201 - 8100 hours	80%
9	8101 - 9000 hours	85%

Plus applicable fringe benefits.

D. Sheet Metal Worker:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1800 hours	45%
2	1801 - 2700 hours	50%
3	2701 - 3600 hours	55%
4	3601 - 4500 hours	60%
5	4501 - 5400 hours	65%
6	5401 - 6300 hours	70%
7	6301 - 7200 hours	75%
8	7201 - 8100 hours	80%
9	8101 - 9000 hours	85%

Plus all fringe benefits.

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

A. Residential Sheet Metal Worker

Approximate Hours

The residential sheet metal worker apprentice shall receive such instruction and experience in all branches of the trade, including the preparation of material for installation, as is necessary to develop a practical and skilled mechanic versed in the theory and practice of the residential sheet metal trade. They shall also perform such other duties in the shop and on the job as are commonly related to the residential sheet metal trade. The following work schedule shall include, but not be limited to, the outline shown. It is to be used as a guide and will be followed as closely as local conditions will permit, on which the Committee will make decisions in order for the apprentice to be eligible for a certificate of completion.

1. General sheet metal work.....	610
2. Operation of hand tools	610
3. Heating and ventilation	1210
4. Air conditioning	610
5. Soldering	530
6. Special installation	610
7. Control installation	610
8. Guttering and spouting.....	610

TOTAL HOURS: 5400

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B. Sheet Metal Service Technician

Approximate Hours

The sheet metal service technician apprentice shall receive such instruction and experience in all branches of the trade, including the preparation of material for installation, as is necessary to develop a practical and skilled mechanic versed in the theory and practice of the sheet metal service technician trade. The following work schedule shall include, but not be limited to, the outline shown. It is to be used as a guide and will be followed as closely as local conditions will permit, on which the Committee will make decisions in order for the apprentice to be eligible for a certificate of completion.

1. Service of heating Systems and air conditions	3500
2. Control installation	1500
3. Installation of heating air unit	1000
4. Operation of hand and machine tools	500
5. Special installation and specialty work	500
6. General sheet metal work.....	500
7. Air Balance	500
8. Soldering, welding, brazing.....	500
9. Energy management	500

TOTAL HOURS:	9000
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C. Sheet Metal Test, Adjust and Balance Technician **Approximate Hours**

The Sheet Metal Test, Adjust and Balance Technician apprentice shall receive such instruction and experience in all branches of the trade, including the preparation of material for installation, as is necessary to develop a practical and skilled mechanic versed in the theory and practice of Sheet Metal Test, Adjust and Balance Technician trade. The following work schedule shall include, but not be limited to, the outline shown. It is to be used as a guide and will be followed as closely as local conditions will permit, on which the Committee will make decisions in order for the apprentice to be eligible for a certificate of completion.

1. Testing, Adjusting and Balancing of air-handling equipment and duct work.....3500
2. Basics of HVAC Systems1400
3. Jobsite Safety500
4. Use and Care of Test, Adjust and Balance Instruments500
5. Duct Design Characteristics.....1000
6. Industry Computer Programs and Reports500
7. Fan Laws.....500
8. HVAC Control Systems Maintenance and Adjustments600
9. Indoor Air Quality/Ventilation.....500

Total: 9000

All of the foregoing work experience as herein noted is understood to mean as it pertains to the trade herein involved in these standards.

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D. Sheet Metal Worker

Approximate Hours

The sheet metal worker apprentice shall receive such instruction and experience in all branches of the trade, including the preparation of material for installation, as is necessary to develop a practical and skilled mechanic versed in the theory and practice of sheet metal work. The following work schedule shall include, but not be limited to, the outline shown. It is to be used as a guide and will be followed as closely as local conditions will permit, on which the Committee will make decisions in order for the apprentice to be eligible for a certificate of completion.

1. General Sheet Metal Work	1000
2. Operation of hand and machine tools	1000
3. Architectural sheet metal work	1000
4. Specialty Installation & Specialty work.....	1000
5. Industrial Sheet Metal Work	1000
6. Air Condition, Furnace, & Solar Heating	1000
7. Soldering, Welding, Brazing, & Plastic Welding.....	1000
8. Handrigging as pertaining to the trade.....	500
9. Non-destructive and QaQc.....	300
10. Air Balance	200
11. C.A.D. & Computer Training.....	500
12. Safety & Hazmat Training.....	200
13. Indoor Air Quality	300
TOTAL HOURS:	9000

The Apprentice Committee shall determine if an apprentice has received sufficient practical experience in the work to be advanced.

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ Supervised field trips
- ☐ Approved training seminars
- ☐ A combination of home study and approved correspondence courses
- ☒ State Community/Technical college
- ☐ Private Technical/Vocational college
- ☒ Training trust
- ☒ Other (specify): **Other assigned tasks, i.e. homework, research**

Minimum RSI hours per year, (see WAC 296-05-305(5))

Residential Sheet Metal Worker

**144 Minimum RSI hours
per year**

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Sheet Metal Service Technician	200 Minimum RSI hours per year
Sheet Metal Test, Adjust and Balance Technician	200 Minimum RSI hours per year
Sheet Metal Worker	200 Minimum RSI hours per year

Additional Information:

COURSE RULES AND REGULATIONS

A BUILDING TRADES SHEET METAL APPRENTICES

Each apprentice shall enroll in, and attend, classes in a school approved for related instruction for not less than 48 hours per week 4 times yearly plus 8 hours for first aid for a total of 200 hours per year minimum.

BUILDING TRADES SERVICE APPRENTICES

Each apprentice shall enroll in, and attend, classes in a school approved for related instruction for not less than 40 hours per week 5 times yearly for a total of 200 hours per year minimum.

- B. The Apprenticeship Committee recommends that courses in related instruction be limited to those who are actually apprentices in the sheet metal trade under the terms and conditions of these standards.**
- C. The course outline prepared by the Sheet Metal International Training Institute (ITI) and approved by the Sheet Metal Apprenticeship Committee shall be used in related classroom instruction in the subjects listed below:**

BUILDING TRADES SHEET METAL APPRENTICE

- 1. History of the sheet metal trade**
- 2. Science of the trade**
- 3. Mathematics of the trade**
- 4. Shop drawing and sketching practice**
- 5. Blueprint reading**
- 6. Layout work**
- 7. Layout from blueprints**
- 8. Estimating materials and costs**
- 9. Safety laws and practices**
- 10. State and local laws governing the trade**
- 11. Labor laws and relations**
- 12. Industrial hygiene**
- 13. Non-destructive testing**
- 14. Quality control and quality assurance**
- 15. Solar heating and cooling**

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BUILDING TRADES SERVICE APPRENTICE

Could be any of the above or with additional items that relate to service.

- D. The Apprenticeship Committee class schedule for related instruction will be followed. **ATTENDANCE IS MANDATORY.** Any apprentice who misses a Saturday class without having made previous arrangements (by coordinator or educational coordinator only) shall have their raises held up for a period of **THREE MONTHS** from the time their next raise is due and shall also have their apprenticeship extended for **THREE MONTHS.**
- E. Tardiness is defined as not being present at the start of class. The instructor will record all tardiness. Tardiness will be recorded in 15-minutes increments. Three tardies shall be counted as a missed day.
Example: 7:01 AM = 1 tardy
7:15 AM = 2 tardies
7:30 AM = 3 tardies
- F. Minimum required hours of attendance at related training will be 200 hours minimum per year.
- G. The time of the break, if any, will be decided by the instructor.
- H. Apprentices **will not** leave the local training facilities during class.
- I. Any apprentice told to leave class by the instructor for any conflict that impedes or disrupts the class **must** appear before the Apprenticeship Committee **before** being allowed back into class.
- J. The safety code for attending class shall be as follows:
 - 1. No tank tops or sleeveless undershirts.
 - 2. Adequate leather foot protection (no thongs, tennis shoes, or bare feet.)
 - 3. Safety glasses will be required to be worn at all times when working in the shop.
- K. All assigned work must be turned in at the beginning of the current quarter, **NO GRACE PERIOD.**
- L. All apprentices will be given a quarterly test at the end of each school quarter (for full time day students, each week will be considered a quarter). The instructor will administer the test. When an apprentice fails to meet the 75% passing grade as required by the JATC, re-test procedures will be as follows:

**BUILDING TRADES SHEET METAL APPRENTICES
FAILING THE QUARTERLY TEST ON FRIDAY WILL RESULT IN THE
FOLLOWING:**

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- Any apprentice failing the quarterly test on Friday with less than 75% shall come in on the following Friday to retake the test with their instructor in the facility in which the instructor is currently teaching in. If the apprentice is still failing after their retake, the apprentice shall have their apprenticeship held up for a **ONE-YEAR PERIOD** (including wage and benefits) and shall continue to attend the remaining classes, if any, of that year.
- At the discretion of the education coordinator, the apprentice may be moved back to the previous year of curriculum to complete the school year so as to improve on some of the skills needed before retaking the year at which they are being held.
- When the apprentice still fails to meet these requirements in future testing, the apprentice shall appear before the main committee (JATC) to show cause why they should not be cancelled from the apprenticeship program.

A FINAL GRADE AVERAGE OF AT LEAST 75% WILL BE REQUIRED TO PASS FOR THE QUARTER. QUARTERLY GRADING SHALL BE CALCULATED AS FOLLOWS:

- | | |
|--|------------|
| • Review test from prior class session | 20% |
| • Homework collected Monday morning | 5% |
| • Performance assessments | 25% |
| • End of week quarterly exam | 50% |
- If an apprentice fall below 75% average for the quarter, the apprentice shall be required to attend Thursday night classes until released by the education coordinator
 - If an apprentice, after being told to attend Thursday night classes, fails to do so without previous arrangements (by coordinator or educational coordinator only) the apprentice shall have their raise held up for an additional **THREE MONTHS** and apprenticeship turn out date extended **THREE MONTHS**.

BUILDING TRADE SERVICE APPRENTICES

Any service apprentice failing the quarterly test on Friday with less than 75% shall complete a retake of the test with their instructor in the facility in which the instructor is currently teaching in. Before the apprentice shall be allowed to take the retake test, the apprentice shall be required to have additional studies in the course material. Additional studies shall be defined at least 16 hours study period with the instructor. Apprentices shall arrange study periods with the instructor. If still failing after their retake, the apprentice shall have their apprenticeship held up for a **ONE YEAR PERIOD (INCLUDING WAGES AND FRINGE BENEFITS)** and shall be required to continue to attend remaining classes if any of previous year of curriculum. If still failing, the

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apprentice shall have to appear before the main committee (JATC) to show cause why they should not be cancelled from the apprenticeship program.

M. BUILDING TRADES SHEET METAL APPRENTICES ONLY

The local apprentice contest is voluntary and shall be held at the end of the second session of classes. First place winners shall have all their tuition reimbursed.

N. Upgrades will be determined by the following:

- 1. 50% related school training.**
- 2. 50% evaluation forms filled out by the apprentice's employer, foreman, and the journey-level workers with whom the apprentice works.**

O. WAIVER: Apprentices must sign a grade and attendance waiver so grades and attendance can be released to the Apprenticeship Committee.

P. All apprentices must furnish their own drafting equipment and all their own hand-tools to shop projects.

Q. All apprentices must turn in their job reports by the 10th of the following month that the report is for, and the report must be signed by your foreman. Any apprentice who is two months behind shall have their raise held up for two months with their apprenticeship also being extended two months. A one-time notice will be sent out to all apprentices who are two months behind. However, it will not be the JATC's responsibility if the notice is not received.

R. Apprentices must have a valid driver's license and first aid card at all times.

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship

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Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

1. Apprentice Upgrading Procedures/Expectations

- a. WAIVER: Apprentices must sign a grade and attendance waiver so grades and attendance can be released to the Apprenticeship Committee.**
- b. Progressive wage scale upgrading will be determined by the following:**
 - (1) RSI performance and Instructor evaluation**
 - (2) Employer evaluation from the foreman, and/or journeyperson with whom the apprentice works.**
 - (3) Accumulation of a minimum of 650 OJT hours within the period for which the upgrade is being considered.**
 - (4) Sufficient practical experience as determined by the JATC from the above documentation.**

2. Apprentice Record Keeping and Reporting Procedures

- a. The Apprentice shall be responsible for maintaining current contact information (Address and telephone number) with the JATC office. The JATC will send all correspondence to the apprentice address on file in the apprenticeship office.**
- b. JOB/HOUR REPORTING: Job reports are due on the 10th day of the following month (i.e. Sep 2003 job report due Oct 10, 2003). The report must be signed by a foreman or supervisor. Job reports turned in two or more months late shall be considered delinquent. Delinquent job/hour reporting may result in a two-month hold on the periodic wage advancement of the apprentice. In addition, the term of apprenticeship shall also be extended two months.**
- c. Apprentices must maintain a valid driver's license and current first aid/CPR card at all times**
- d. Apprentices shall be responsible for contacting the JATC office at time of termination/lay off from a job.**

3. Apprentice Job Dispatching/Work Expectations

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- a. **Unemployed apprentices are required to accept job referrals within the geographical area they reside (The apprentice may update his/her "Geographic Availability" record at any time by contacting the JATC office.**
 - b. **Any apprentice fired from his/her place of employment for just cause shall be considered in violation of these standards. Such an apprentice shall not be eligible for job referral until he/she has appeared before the JATC.**
 - c. **The apprentice shall not be allowed to quit his/her job. However, the apprentice may request a transfer from a shop. Such an apprentice shall not be eligible for job referral until he/she has appeared before the JATC.**
- 4. TRANSFERS: To apply for a transfer from a shop the following guidelines set by the JATC shall be followed:**
- a. **The apprentice must send a letter to the JATC stating the reason for requesting a transfer.**
 - b. **The coordinator shall set up a meeting with apprentice and employer to discuss the reason(s) why the apprentice feels he/she should be transferred.**
 - c. **At the next regular meeting, the apprentice shall appear before the JATC committee to show cause why he/she should be transferred. The employer shall be notified the date of the meeting in which the transfer will be discussed so that he/she may be present.**
 - d. **The coordinator shall transfer the apprentice as soon as a job becomes available. Un-employed apprentices shall be dispatched before the apprentice requesting the transfer.**

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

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Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

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NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary
- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
- Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
- Change of Status – within 30 days of action by committee, with copy of minutes
- Journey Level Wage – at least annually, or whenever changed
- Revision of Standards and/or Committee Composition - as necessary
- RSI (Quarterly) Reports:

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- 1st quarter: January through March, by April 10
- 2nd quarter: April through June, by July 10
- 3rd quarter: July through September, by October 10
- 4th quarter: October through December, by January 10

3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:

- Program name
- Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
- Section VII: Apprentice Wages and Wage Progression
- Section IX: Related/Supplemental Instruction
- Section XI: Committee - Responsibilities and Composition (including opening statements)
- Section XII: Subcommittees
- Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement

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will be the record of the apprentice's progress on the job and during related/supplemental instruction.

4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements

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and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

The Apprenticeship Committee shall be composed of five members representing employers of union sheet metal workers in Western Washington and five members representing the Sheet Metal Workers Local Union No. 66. A Chair and Secretary shall be elected from the employer and employee representatives.

Quorum: **SEE ABOVE**

Program type administered by the committee: **GROUP JOINT**

The employer representatives shall be:

**Richard G. Frank, Chairman
5400 E. Marginal Way South
Seattle, WA 98134**

**David Parks
4600 S. 134th Place
Seattle, WA 98188**

**Doug Nugent
3820 South Junett
Tacoma, WA 98409**

**Rick Hermanson
1221 Second Avenue N.
Kent, WA 98032**

**Steve Johnson
7717 Detroit Avenue
Seattle, WA 98106**

The employee representatives shall be:

**Tom R. Harris, Secretary
1220 Tracey Street SE, Suite B
Lacey, WA 98503**

**Charlie Mulcahy
13513 NE 126th Place Suite A-1
Kirkland, WA 98034**

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Steve Musser
1220 Tracey Street SE, Suite B
Lacey, WA 98503

Eric Martinson
13513 NE 126th Place Suite A-1
Kirkland, WA 98034

Jeff Stowe
1220 Tracey Street SE, Suite B
Lacey, WA 98503

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

Eric Peterson
13513 NE 126th Place
Kirkland, WA 98034